

DEPARTMENT OF LABOR AND INDUSTRY

CHAPTER 101

BUSINESS STANDARDS DIVISION

Subchapters 1 and 2 reserved

Subchapter 3

General Provisions

Rule 24.101.301 Abatement of Renewal Fees

Subchapter 4

Standardized Rules for Boards and Programs

Rule 24.101.401 Purpose

24.101.402 Definitions

24.101.403 Fees

Rules 24.101.404 through 24.101.406 reserved

24.101.407 Licensing

24.101.408 Renewed, Lapsed, Expired, or Terminated Licenses

Rules 24.101.409 through 24.101.412 reserved

24.101.413 Renewal Dates and Requirements

24.101.414 Renewal Notification

## Subchapters 1 and 2 reserved

## Subchapter 3

## General Provisions

24.101.301 ABATEMENT OF RENEWAL FEES (1) Pursuant to 17-2-302, MCA, state programs that charge a fee for services are generally not permitted to let their cash balance exceed twice the program's annual appropriation. However, despite the best projections of a program, there may be times when cash balances exceed the amount authorized by statute. This rule is intended to provide a process for a program that needs to reduce its cash balance with a standard methodology to do so, in fair and equitable manner. This rule provides for an abatement of certain fees when the cash balance is excessive.

(2) Except as provided by (3), a program that has an excessive cash balance may abate the renewal fees for the program's licensees or registrants for one or more renewal cycles until the program's cash balance does not exceed the allowable maximum.

(a) The abatement of renewal fees may be the total amount of the renewal fee, or only a specified portion of the renewal fee.

(b) If a program has more than one category of renewals, the abatement must be made on a roughly proportional basis to fairly, equitably, reasonably and economically distribute the abatement among the program's licensees or registrants. The program may, for good cause, completely abate the renewal fee for certain classes of licensees or registrants and not for other classes, if the administrative cost of processing a reduced renewal fee for all classes is disproportionately high. In such a case, the program must attempt in any future abatements to equitably treat those classes of renewals which have borne a relatively higher proportion of renewal fees.

(c) The fact that the renewal fee is abated for any given renewal cycle does not excuse the licensee or registrant from otherwise fulfilling the renewal requirements, including submission of a renewal application and/or continuing education documentation. A program, to the extent it so provides by rule, may impose a late fee on untimely submissions of renewal applications or other required documentation.

(3) This rule does not apply to programs for which an exception to 17-2-302, MCA, exists and is applicable. As an example, a program with a three-year renewal cycle will have an apparent excess cash balance during the first year of the renewal cycle, based on a collection of three year's worth of fees for operations expenses.

(4) This rule does not relieve a program from the duty to establish fees at a level commensurate with costs.

(5) A licensing board attached to the department for administrative purposes may adopt the procedures specified in this rule by incorporating this rule by reference. Such an adoption of this rule authorizes the department to make such abatements as are appropriate, without further vote or action by the board. Incorporation by reference of this rule does not relieve the board of its obligations to set fees in a manner commensurate with costs. This rule does not relieve a board from its duty to undertake appropriate rulemaking to modify its fee structure when there are recurrent instances of cash balances in excess of the amount allowed by statute. (History: 37-1-101, MCA; IMP, 17-2-302, 17-2-303, 37-1-101, 37-1-134, MCA; NEW, 2004 MAR p. 2286, Eff. 9/24/04.)

## Subchapter 4

## Standardized Rules for Boards and Programs

24.101.401 PURPOSE (1) The purpose of this subchapter is to standardize similar functions and processes within the division and administratively attached boards, including, but not limited to:

- (a) setting standardized fees;
- (b) standardizing forms;
- (c) eliminating the need for a licensing board to issue routine licenses; and
- (d) setting uniform standards for license renewal. (History: 37-1-101, MCA; IMP, 37-1-101, 37-1-104, MCA; NEW, 2006 MAR p. 1583, Eff. 7/1/06.)

24.101.402 DEFINITIONS As used in conjunction with Title 37, MCA, the following definitions apply:

(1) "Active status" means the license holder is afforded the rights and privileges to practice under the license while complying with the requirements as set by the licensing entity.

(2) "Administrative fees" means a fee charged for products or services provided by the division.

(3) "Department" means the Department of Labor and Industry.

(4) "Disciplinary action" means the procedure by which unprofessional conduct is addressed by the licensing entity pursuant to the contested case hearing provisions of the Montana Administrative Procedure Act (MAPA).

(5) "Division" means the Business Standards Division of the Department of Labor and Industry.

(6) "Expired license" means a license for which the renewal requirements have not been met within 45 days to two years after the license renewal date. An expired license may be reactivated anytime within these two years.

(7) "Inactive status" means an option provided by some licensing entities in which a licensee may retain a license but the licensee does not intend to practice, nor will the licensee engage in licensed activities at any time during the duration of the inactive status license. The licensee may wish to reactivate the inactive status license in the future. An inactive license must be renewed as prescribed by the licensing entity.

(8) "Lapsed license" means a license that has not been renewed by the license renewal date. A lapsed license may be reactivated at anytime within 45 days following the license renewal date.

(9) "Late penalty fee" means the fee that is required to be paid by a licensee upon renewal of a license if the licensee failed to renew the license by the renewal date.

(10) "License history" means the progression of the license record from original licensure to the current status of the license provided to any requestor.

(11) "License verification" means the documentation provided to another licensing entity that may include information supplied for original licensure or the license history information.

(12) "New original license" means a license issued to an individual whose previous original license terminated and was not reinstated. In order to receive a new original license, all current requirements for obtaining an original license must be met including, but not limited to, submitting required application materials, successfully passing the required examinations as applicable, and paying the appropriate fees. The new original license number will remain the same as the original license number.

(13) "Nonroutine application" means an application submitted to the division in which the application is defined as nonroutine either by the specific licensing entity's rules or by these rules. In conflicts between the specific licensing entity's rules and these rules, the specific licensing entity's rules govern.

(a) A nonroutine application means that the applicant has one or more of the following:

(i) has pending or completed disciplinary action in this state, or pending or completed disciplinary action in another state, territory, or jurisdiction;

(ii) is restricted by the terms and conditions of a final order in a disciplinary matter;

(iii) is required to submit materials that require professional evaluation by another licensee or licensing entity;

(iv) has loss of documentation due to natural disaster or national emergency;

or

(v) is foreign-educated, except for those foreign-educated applicants applying for licensure from the following:

(A) Board of Medical Examiners;

(B) Board of Professional Engineers and Professional Land Surveyors; or

(C) Board of Realty Regulation.

(14) "Original license" means the initial license issued to a licensee by the department after successfully fulfilling all licensure requirements for the first time.

(15) "Probationary license" means a license, that due to discipline taken against the licensee, signifies the license holder is afforded the rights and privileges to practice under the license while complying with the terms and conditions of a final order as issued by the licensing entity.

(16) "Reactivated license" means a lapsed or expired license that is renewed between the renewal date and two years following the renewal date. In order to reactivate a license, all renewal requirements must be met.

(17) "Reactivation of license" means activating a lapsed or expired license.

(18) "Renewal date" means the date by which an existing license must be renewed as listed in ARM 24.101.413. Renewal information must be submitted on or before the renewal date in order for a license to be renewed without the assessment of the late penalty fee.

(19) "Routine application" means an application submitted to the division in which the application is defined as routine either by the specific licensing entity's rules or by these rules. In conflicts between the specific licensing entity's rules and these rules, the specific licensing entity's rules govern.

(a) A routine application means that the applicant does not have one or more of the following:

(i) pending or completed disciplinary action in this state, or pending or completed disciplinary action in another state, territory, or jurisdiction;

(ii) is not restricted by the terms and conditions of a final order in a disciplinary matter;

(iii) is not required to submit materials that require professional evaluation by another licensee or licensing entity;

(iv) loss of documentation due to natural disaster or national emergency; or

(v) is foreign-educated, except for those foreign-educated applicants applying for licensure from the following:

(A) Board of Medical Examiners;

(B) Board of Professional Engineers and Professional Land Surveyors; or

(C) Board of Realty Regulation.

(20) "Standardized fee" means an administrative fee for a common product or service that is charged to division customers.

(21) "Suspended license" means a license, that due to discipline taken against the licensee, signifies the license holder is no longer afforded the rights and privileges to practice under the license for a period of time specified by the final order issued by the licensing entity.

(22) "Terminated license" means a license that has not been renewed or reactivated within two years of the renewal deadline. A terminated license may not be reactivated. (History: 37-1-101, MCA; IMP, 37-1-130, 37-1-131, 37-1-141, MCA; NEW, 2006 MAR p. 1583, Eff. 7/1/06.)

24.101.403 FEES (1) Standardized fees, in addition to those fees charged by a specific licensing entity are as follows:

(a) duplicate license	\$ 5
(b) licensee lists or rosters	20
(c) photocopies per page (in excess of 20 pages)	.25
(d) certified copies per page (in excess of ten pages)	.50
(e) license history	20
(f) duplicate wall certificate	20
(g) returned check fee, including but not limited to, checks issued with nonsufficient funds, stop payment requests, or missing signatures	30
(h) license verification	20
(i) the license verification fee is waived for any licensing entity with a signed reciprocal agreement with another licensing entity and the licensing entities have agreed that no fees are to be charged;	

(i) status change fee from inactive to active during the licensure period is the difference between the cost of an inactive license and an active license renewal fee;

(j) renewal fee for a suspended license is 50 percent of the renewal fee; and

(k) renewal fee for a probationary license is the same as the renewal fee.

(2) The late penalty fee for each renewal period a license has not been renewed shall be 100 percent of the renewal fee. The penalty fee is in addition to the renewal fee and must be paid for each renewal period that the license has not been renewed. If the license has not been renewed on or before the date set by ARM 24.101.413, the late penalty fee must be paid.

(a) In the event a renewal fee has been abated, the late penalty fee still applies. The late penalty fee that must be paid is 100 percent of the renewal fee that would have been charged had the renewal fee not been abated.

(3) When converting an inactive status license to an active status license, the difference between the inactive status fee and the active status fee must be paid for the remainder of the current renewal period.

(4) When a military reservist renews a professional or occupational license after being discharged from active duty, the renewal fee will be the current renewal fee. No past fees accrued while the reservist was on active duty will be charged pursuant to 37-1-138, MCA.

(5) All fees are nonrefundable. (History: 37-1-101, MCA; IMP, 27-1-717, 37-1-130, 37-1-134, 37-1-138, MCA; NEW, 2006 MAR p. 1583, Eff. 7/1/06.)

Rules 24.101.404 through 24.101.406 reserved

24.101.407 LICENSING (1) The department will issue all licenses to those routine applicants who meet the licensing requirements and pay the required fees.

(2) The department will issue all licenses as directed by the governing board to those nonroutine applicants who meet the licensing requirements and pay the required fees. A nonroutine applicant may be asked to appear before the board prior to the final board decision regarding the granting of a nonroutine license. (History: 37-1-101, MCA; IMP, 37-1-101, 37-1-130, MCA; NEW, 2006 MAR p. 1583, Eff. 7/1/06.)

24.101.408 RENEWED, LAPSED, EXPIRED, OR TERMINATED LICENSES

(1) All licenses must be renewed on or before the renewal date as listed in, and in accordance with ARM 24.101.413. Late renewals must be accompanied by the fees as specified in ARM 24.101.403 and any other information required as if the renewal were submitted prior to the renewal date.

(a) A suspended license must be renewed in accordance with ARM 24.101.413 or the license will proceed to expire or terminate.

(2) If the license has not been renewed, the license shall be considered a lapsed, expired, or terminated license.

(a) A lapsed license may be reactivated within 45 days of the renewal date by submitting the required, completed renewal information and paying the required fees.

(b) Licenses not renewed within 45 days from the renewal date automatically expire. An expired license may be reactivated within two years of the renewal date by submitting the required, completed renewal information and paying the required fees.

(c) Licenses not renewed within two years from the renewal date automatically terminate. A terminated license may not be reactivated. A new original license must be obtained by completing the current requirements for a new application, including successfully passing the licensing examination if applicable.

(3) A licensee whose license has lapsed or expired, may not apply for a new license. A licensee must renew the license if it has lapsed or expired. All renewal requirements must be met and fees paid in order for a lapsed or expired license to be renewed. A new original license will be issued to a licensee whose license has terminated, provided all licensing requirements are met.

(4) A licensee who practices while a license is lapsed is not considered to be practicing without a license.

(5) A licensee who practices after a license has expired is considered to be practicing without a license and is subject to discipline provided by statute or rule.

(6) A former licensee who practices after a license is terminated is considered to be practicing without a license and is subject to cease and desist or a district court restraining order. (History: 37-1-101, 37-1-141, MCA; IMP, 37-1-101, 37-1-130, 37-1-141, MCA; NEW, 2006 MAR p. 1583, Eff. 7/1/06.)

Rules 24.101.409 through 24.101.412 reserved



24.101.413 RENEWAL DATES AND REQUIREMENTS (1) Specific procedures and grace periods for renewal are set by department or board rule, or statute applicable to a particular profession, or 37-1-141, MCA. Such procedures shall take account of, and be based upon, the renewal dates in this rule. An existing license ends on the renewal date specified for each profession and occupation listed and must be renewed on or before this date.

(2) If a timely and sufficient application is submitted on or prior to such date, the applicant's continued practice is governed under 2-4-631, MCA. In order for an application to be timely and sufficient it must be:

- (a) completed with truthful information;
- (b) accompanied by other required information or documentation as applicable;
- (c) accompanied by the appropriate fee; and
- (d) submitted so that it bears a U.S. Postal Service post mark prior to or on the renewal date for the applicable profession; or
- (e) submitted by using the online renewal service available on the department's website. Although the department strives to keep its website accessible at all times, licensees should be aware that the website may be unavailable during some periods, due to system maintenance or technical problems, and that a person's technical difficulties in accessing the online renewal service do not excuse late renewals;

(i) online renewal transactions must be fully completed prior to midnight Mountain time on the renewal date.

(3) If the requirements of this rule are not met, a late penalty fee as specified in ARM 24.101.403 will be required in order to renew.

(4) The provisions of ARM 24.101.408 and 24.101.414 are applicable to all license renewals.

(5) The following are renewal dates for the professions and occupations listed:

	BOARD OR PROGRAM JURISDICTION	LICENSE CATEGORY	FREQUENCY	RENEWAL DATE
(a)	Alternative Health Care	Naturopathic Physician	Annually	April 30
		Naturopathic Physician - Childbirth	Annually	April 30
		Direct-entry Midwife	Annually	April 30
		Direct-entry Midwife Apprentice	Annually	April 30
(b)	Architects	Architects	Biennially, Even Numbered Years	June 30

	BOARD OR PROGRAM JURISDICTION	LICENSE CATEGORY	FREQUENCY	RENEWAL DATE
(c)	Athletics	Boxer, Club	Nonrenewable, must reapply. License expires June 30.	
		Boxer, Professional	Nonrenewable, must reapply. License expires June 30.	
		Boxer, Semi-Professional	Nonrenewable, must reapply. License expires June 30.	
		Cornerperson/Second	Nonrenewable, must reapply. License expires June 30.	
		Judge	Nonrenewable, must reapply. License expires June 30.	
		Kickboxer	Nonrenewable, must reapply. License expires June 30.	
		Knockdown Judge	Nonrenewable, must reapply. License expires June 30.	
		Manager/Trainer	Nonrenewable, must reapply. License expires June 30.	
		Minimum Kicking Requirements Official	Nonrenewable, must reapply. License expires June 30.	
		Promoter/Matchmaker	Nonrenewable, must reapply. License expires June 30.	
		Referee	Nonrenewable, must reapply. License expires June 30.	
		Wrestler, Professional	Nonrenewable, must reapply. License expires June 30.	
		Wrestler, Semi-Professional	Nonrenewable, must reapply. License expires June 30.	
(d)	Athlete Agents	Athlete Agents	Biennially	Anniversary Date of Certificate

	BOARD OR PROGRAM JURISDICTION	LICENSE CATEGORY	FREQUENCY	RENEWAL DATE
(e)	Barbers and Cosmetologists	Barber	Biennially	December 31
		Barber Shop	Annually	July 1
		Barber School or College	Annually	December 31
		Barbering Instructor	Biennially	December 31
		Booth Rental	Annually	July 1
		Cosmetologist	Biennially	December 31
		Electrologist	Biennially	December 31
		Esthetician	Biennially	December 31
		Instructor	Biennially	December 31
		Manicurist	Biennially	December 31
		Salon	Annually	July 1
		School or Course	Annually	December 31
(f)	Boiler Operating Engineers	Agriculture Class Boiler Engineer	Annually	April 1
		First Class Boiler Engineer	Annually	April 1
		Low Pressure Boiler Engineer	Annually	April 1
		Second Class Boiler Engineer	Annually	April 1
		Third Class Boiler Engineer	Annually	April 1
		Traction Boiler Engineer	Annually	April 1
(g)	Chiropractors	Chiropractors	Annually	September 1

	BOARD OR PROGRAM JURISDICTION	LICENSE CATEGORY	FREQUENCY	RENEWAL DATE
(h)	Clinical Laboratory Science Practitioners	Clinical Laboratory Scientist	Annually	May 1
		Clinical Laboratory Specialist	Annually	May 1
		Clinical Laboratory Technician	Annually	May 1
(i)	Construction Blasters	Construction Blasters	Annually	January 1
(j)	Crane and Hoisting Operating Engineers	First Class Crane Operators	Annually	Anniversary Date of License
		Second Class Crane Operators	Annually	Anniversary Date of License
		Third Class Crane Oiler	Annually	Anniversary Date of License
(k)	Dentistry	Dental Hygienist	Annually	March 1
		Dentist	Annually	March 1
		Denturist	Annually	March 1
		General Anesthesia Administration Permit	Annually	March 1
		Volunteer Licensees	Annually	March 1
(l)	Elevator Program	Contractor	Biennially	April 1
		Inspector	Biennially	April 1
		Mechanic	Biennially	April 1
(m)	Fire Prevention and Investigation and Fireworks Wholesalers Program	Company Hiring Entity (Sell, Install and Service)	Annually	May 31
		Individual Endorsement (Sell, Install and Service)	Annually	May 31
		Fireworks Wholesaler	Nonrenewable	

24-7060

6/30/06

ADMINISTRATIVE RULES OF MONTANA

	BOARD OR PROGRAM JURISDICTION	LICENSE CATEGORY	FREQUENCY	RENEWAL DATE
(n)	Funeral Service	Crematory	Annually	July 1
		Crematory Operator	Annually	July 1
		Crematory Technician	Annually	July 1
		Mortician	Annually	July 1
		Mortuary	Annually	July 1
		Mortuary Branch Facility	Annually	July 1
(o)	Hearing Aid Dispenser	Hearing Aid Dispenser	Annually	June 30
(p)	Landscape Architects	Landscape Architects	Annually	June 30
(q)	Licensed Addiction Counselors	Licensed Addiction Counselor	Biennially	June 30
(r)	Medical Examiners	Acupuncturist	Biennially	October 31
		Emergency Medical Technician	Biennially	March 31
		Nutritionist	Biennially	October 31
		Physician	Annually	March 31
		Physician Assistant	Biennially	October 31
		Podiatrist	Biennially	October 31
		Telemedicine Practitioners	Biennially	March 31

	BOARD OR PROGRAM JURISDICTION	LICENSE CATEGORY	FREQUENCY	RENEWAL DATE
(s)	Nursing	Clinical Nurse Specialist	Biennially, Even Numbered Years	December 31
		Nurse Anesthetist	Biennially, Even Numbered Years	December 31
		Nurse Midwife	Biennially, Even Numbered Years	December 31
		Nurse Practitioner	Biennially, Even Numbered Years	December 31
		APRN Prescriptive Authority	Biennially, Even Numbered Years	December 31
		Practical Nurse - Licensed	Biennially, Even Numbered Years	December 31
		Professional Nurse - Registered	Biennially, Even Numbered Years	December 31
		Medication Aide	Annually	March 31
(t)	Nursing Home Administrators	Nursing Home Administrator	Annually	December 31
(u)	Occupational Therapy Practice	Occupational Therapist	Annually	June 15
		Occupational Therapist Assistant	Annually	June 15
(v)	Optometry	Optometrist	Annually	July 2
(w)	Outfitters	Outfitter	Annually	December 31

	BOARD OR PROGRAM JURISDICTION	LICENSE CATEGORY	FREQUENCY	RENEWAL DATE
(x)	Pharmacy	Dangerous Drug License	Annually	November 30
		Mail Order Pharmacy	Annually	November 30
		Pharmacist	Annually	June 30
		Pharmacy	Annually	November 30
		Pharmacy Technician	Annually	June 30
		Pharmacy Technician in Training	Nonrenewable	
		Pharmacy Technician Utilization Plan	Annually	November 30
		Telepharmacies	Annually	November 30
		Wholesale Drug Distributor	Annually	November 30
(y)	Physical Therapy Examiners	Physical Therapist	Annually	April 1
		Physical Therapist Assistant	Annually	April 1
(z)	Plumbers	Journeyman Plumber	Annually	September 1
		Master Plumber	Annually	September 1
		Medical Gas Endorsement	Annually	September 1



	BOARD OR PROGRAM JURISDICTION	LICENSE CATEGORY	FREQUENCY	RENEWAL DATE
(aa)	Private Security Patrol Officers and Investigators	Contract Security Company	Annually	March 1
		Electronic Security Company	Annually	March 1
		Proprietary Security Organization	Annually	March 1
		Branch Office	Annually	March 1
		Private Investigator	Annually	March 1
		Private Investigator Trainee	Annually	March 1
		Resident Manager	Annually	March 1
		Qualifying Agent	Annually	March 1
		Security Guard	Annually	March 1
		Alarm Installer	Annually	March 1
		Alarm Response Runner	Annually	March 1
		Firearms Instructor	Annually	March 1
		Armed Status	Annually	

	BOARD OR PROGRAM JURISDICTION	LICENSE CATEGORY	FREQUENCY	RENEWAL DATE
(ab)	Professional Engineers and Professional Land Surveyors	Certificate of Authorization	Annually	October 1
		Emeritus Status		
		Engineer Intern	Indefinite	
		Land Surveyor Intern	None, Indefinite	
		Professional Engineer	Biennially, Even Numbered Years	June 30
		Professional Engineer by Comity	Biennially, Even Numbered Years	June 30
		Professional Land Surveyor	Biennially, Even Numbered Years	June 30
		Professional Land Surveyor by Comity	Biennially, Even Numbered Years	June 30
(ac)	Psychologists	Psychologist	Annually	December 31
(ad)	Public Accountants	Certified Public Accountant	Annually	December 31
		Licensed Public Accountant	Annually	December 31
(ae)	Radiologic Technologists	Limited Permit X-Ray Procedures	Annually	February 1
		Radiologic Technologists	Annually	February 1

	BOARD OR PROGRAM JURISDICTION	LICENSE CATEGORY	FREQUENCY	RENEWAL DATE
(af)	Real Estate Appraisers	General Appraiser, Certified	Annually	March 31
		General Appraiser, Certified (Out-of-State)	Annually	March 31
		Licensed Appraiser	Annually	March 31
		Mentor		
		Residential Appraiser, Certified	Annually	March 31
		Residential Appraiser, Certified (Out-of-State)	Annually	March 31
		Trainee	Annually	March 31
(ag)	Realty Regulation	Property Manager	Annually	October 31
		Real Estate Broker	Annually	October 31
		Real Estate Salesperson	Annually	October 31
		Timeshare Broker	Annually	October 31
		Timeshare Salesperson	Annually	October 31
		Timeshare Offering	Annually	Anniversary Date of License
(ah)	Respiratory Care Practitioners	Respiratory Care Practitioners	Annually	May 1
(ai)	Sanitarians	Sanitarians	Annually	June 30
(aj)	Social Workers and Professional Counselors	Professional Counselor - Clinical	Annually	December 31
		Social Worker - Clinical	Annually	December 31

	BOARD OR PROGRAM JURISDICTION	LICENSE CATEGORY	FREQUENCY	RENEWAL DATE
(ak)	Speech-Language Pathologists and Audiologists	Audiologist	Annually	February 1
		Audiologist Aide*	Annually* Aides are not license type and do not renew, but must be registered by supervising licensee.	October 31
		Speech-Language Pathologist	Annually	February 1
		Speech-Language Pathologist Aide*	Annually* Aides are not license type and do not renew, but must be registered by supervising licensee.	October 31
		Active Temporary Speech Pathologist or Audiologist	Nonrenewable Two-year license	
(al)	State Electrical Board	Electrical Contractor	Nonrenewable, must reapply. License expires July 15.	
		Journeyman Electrician	Biennially, Even Numbered Years	July 15
		Master Electrician	Biennially, Even Numbered Years	July 15
		Residential Electrician	Biennially, Even Numbered Years	July 15

	BOARD OR PROGRAM JURISDICTION	LICENSE CATEGORY	FREQUENCY	RENEWAL DATE
(am)	Veterinary Medicine	Euthanasia Agency	Annually	May 30
		Embryo Transfer Technician	Annually	November 1
		Euthanasia Technician	Annually	May 30
		Veterinarian	Annually	November 1

- (6) The following are nonrenewable licenses:
- (a) temporary licenses issued by a licensing entity unless that licensing entity's rules provide otherwise;
  - (b) fireworks wholesalers;
  - (c) real estate appraiser mentors;
  - (d) pharmacy technicians in training;
  - (e) active temporary speech pathologists and audiologists;
  - (f) land surveyor intern, engineer intern, emeritus status license issued by the Board of Professional Engineers and Professional Land Surveyors;
  - (g) all licenses issued by the Board of Athletics end on June 30 of each year and the licensee must reapply;
  - (h) guide and professional guide licenses issued by the Board of Outfitters end on December 31 of each year and the licensee must reapply; and
  - (i) electrical contractor licenses issued by the State Electrical Board end on July 15 biennially and the licensee must reapply.
- (7) The specific date by which each individual licensee is required to renew by can be obtained by contacting the licensing entity's office or by using the licensee lookup system available on the department's web site. (History: 37-1-101, 37-1-141, MCA; IMP, 37-1-101, 37-1-141, MCA; NEW, 1995 MAR p. 2140, Eff. 10/13/95; AMD, 1996 MAR p. 1373, Eff. 5/24/96; AMD, 1999 MAR p. 274, Eff. 2/12/99; AMD, 1999 MAR p. 2435, Eff. 10/22/99; AMD, 2006 MAR p. 1277, Eff. 5/19/06; TRANS, from Commerce & AMD, 2006 MAR p. 1583, Eff. 7/1/06; AMD, 2007 MAR p. 505, Eff. 4/27/07; AMD, 2007 MAR p. 1327, Eff. 9/7/07; AMD, 2007 MAR p. 1329, Eff. 9/7/07; AMD, 2007 MAR p. 1447, Eff. 9/21/07.)

24.101.414 RENEWAL NOTIFICATION (1) The department shall send renewal notices to all licensees. Renewal notices shall be sent to the last known address in the division's records. It is the responsibility of the licensee to keep the division timely informed of the licensee's current mailing address. Failure to receive notice for renewal in no way releases the licensee from the obligation to renew in a timely manner, and shall not constitute a defense to practicing without a license. (History: 37-1-101, 37-1-141, MCA; IMP, 37-1-101, 37-1-130, 37-1-141, MCA; NEW, 2006 MAR p. 1583, Eff. 7/1/06.)